DOCUMENT RESUME

ED 211 131 JC 810 521

AUTHOR Beuhner, Sandra
TITLE San Diego Community College District Reprographic Services Study.
INSTITUTION San Diego Community Coll. District, Calif.
PUB DATE 15 Jun 81
NOTE 42p.; Conducted for Chancellor Peed. Several Pages may not reproduce clearly because of small cr light print.

EDRS PRICE MF01/PC02 plus Postage.
DESCRIPTORS Centralization; Community Colleges; *Cost Effectiveness; Costs; Educational Legislation; Equipment; *Equipment Utilization; *Facility Inventory; Multicampus Districts; Needs Assessment; Printing; *Reprography; Surveys; Two Year Colleges

ABSTRACT

In 1981 a study was conducted at the San Diego Community College District to: (1) identify the types and quantity of internal reprographic services currently being provided in the District; (2) identify the types of services for which the District was contracting with outside printers; (3) provide an inventory of reprographic equipment in the District; (4) establish definitions of terms such as "instructional support" and "administrative reprographics"; (5) evaluate the cost-effectiveness of the District's reprographic expenditures; and (6) provide alternatives or recommendations. The study's methodology included interviews with all District reproduction supervisors, all educational center instructors, and various administrators; surveys of in-house production work; analyses of contracting techniques and costs; and comparisons with other local educational facilities. The study revealed that the District's use of reprographic services was not cost-effective: machines were not used to full capacity; equipment operators lacked the knowledge to effectively use the machines; request forms were not standardized; outside vendors were being used when in-house facilities could have been used more cheaply; and more space and more effective equipment were needed. The study report provides detailed findings, conclusions, and recommendations. Appendices outline three alternatives for reorganizing the District's reproduction services, define terms, illustrate forms, and present relevant sections of the Education Code. (AYC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED211131

SAN DIEGO COMMUNITY COLLEGE DISTRICT

REPROGRAPHICS SERVICES STUDY

Conducted for:

Chancellor Peed

June 15, 1981

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Leslie A. Brumley

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
X This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

JC 810521

This report is based upon information received from numerous District sources. The accuracy/validity of the information provided within this report is solely the responsibility of each site/source from which it was obtained. Any unauthorized additions or corrections not approved by Research & Planning invalidates the findings of this report.

Prepared by:
Sandra Beuhner, Analyst
Research & Planning
6/15/81

TABLE OF CONTENTS

	Page
ISSUE STATEMENT	1
METHODOLOGY	2
INTRODUCTION	3
DISTRICT FACILITIES	4-10
OUTSIDE VENDORS	11-12
OTHER EDUCATION FACILITIES	13
DELIVERY SYSTEM	14
CALIFORNIA EDUCATION CODE	15
CONCLUSION	16
RECOMMENDATIONS	17-18
ALTERNATIVES	19-26
APPENDIX A	27
APPENDIX B	28-33
APPENDIX C	34
APPENDIX D	35-38

ISSUE STATEMENT

A request was made by the Chancellor, for the Research and Planning Department to conduct an analysis of the San Diego Community College District's current duplicating facilities. The following areas were specifically requested to be reviewed:

A. Identify the types of internal reprographic services currently being provided for both instruction and administration in the centers located at Mesa, City, Miramar, Midway, ECC, and the District Office. Provide description as well as quantity.

B. Identify the types of reprographic services for which the District contracts with outside printers, e.g., class schedules, school newspapers, etc. Provide description as well as quantity.

C. Provide an inventory of reprographic equipment currently in the District and specify the capability of each item.

D. Establish appropriate definitions, e.g., how is "instructional support" defined as it relates to reprographics; what is meant by "administrative reprographics," etc.

A further request was made to focus the evaluation on whether or not the District is cost effective in its reprographic expenditures, and if found ineffective, provide alternatives and/or recommendations.

METHODOLOGY

The methodology used in this study consisted of:

A. Interviewing all District reproduction supervisors, all educational center's instructors, and various administrative directors, to obtain:

    1. Reprographic staffing;
    2. Equipment inventories;
    3. Reprographic needs;
    4. General reprographic problems.

B. Survey of in-house production work to determine:

    1. Types of in-house services provided;
    2. Quantity of services provided;
    3. Turn over time.

C. Analysis of data gathered from various Communications Department staff to obtain techniques of contracting with outside vendors and reasons for using outside vendors.

D. Review of Business Services Purchase Orders to determine outside vendor costs.

E. Interpretation of California Education Code 32310 by County Counsel and telephone survey of various state and local government printing facilities.

F. Updating of equipment inventories at all sites.

G. Analysis and comparison of other local educational facilities.

INTRODUCTION

The controls over the reprographic services are scarce. Each in-house facility does not use the same request form, thus making any analysis between sites almost impossible. Control over what is sent to ouside vendors is minimal and there is no adequate system of checking on:

1) How many jobs were sent outside;
2) Why they were sent outside;
3) How much money was spent on outside vendors.

Due to this lack of control, and not utilizing the equipment to full capacity by: 1) inactivity of machines for 16 hours a day; 2) lack of expertise in the use of the machines; these areas make the District's facilities highly suspect of being ineffective.

This section reviews the two types of San Diego Community College District reprographic facilities currently in use. Further problems and observations relating to the District's facilities and use of outside printers are also reviewed.

For definitions of all reprographic terms used in this study, refer to Appendix A.

I. Production Facilities (Appendix A)

A. Stadium Plaza:

1. Staffing:

a. One (1) Duplication Center Supervisor - $1,610/monthly.

b. Three (3) Duplication Equipment Operator II - $3,588/monthly.

c. One (1) Artist Illustrator II - $1,413/monthly (reporting to Communications Department).

2. For average monthly production work, see Chart 3.

3. For current inventory, see Chart 1.

B. Mesa:

1. Staffing:

a. One (1) Duplication Center Supervisor - $1,531/monthly.

b. One (1) Duplication Equipment Operator II - $1,103/monthly.

c. One (1) Duplication Equipment Operator - $4.25/hourly.

d. Nine (9) various clerical positions that do faculty support typing.

2. For average monthly production work, see Chart 3.

3. For current inventory, see Chart 1.

C. Educational Cultural Complex (ECC) (2nd shift 12:00 noon - 8:00 p.m.):

1. Staffing:

a. One (1) Duplication Equipment Operator II - $1,214/monthly.

b. Two (2) CETA employees that do equipment operating work.

2. For average monthly production work, see Chart 3.

3. For current inventory, see Chart 2.

II. Educational Facilities (Appendix A)

A. Midway: (Vocational Program)

1. One (1) full time instructor.

2. For average monthly production work, see Chart 3.

3. For current inventory, see Chart 2.

B. City: (College Program)

1. Two (2) full time instructors.

2. For average monthly production work, see Chart 3.

3. For current inventory, see Chart 2.

C. Educational Cultural Complex (ECC) (Vocational Program) 1st shift 7:00 a.m. - 1:00 p.m.):

1. One (1) full time instructor.

2. For average monthly production work, see Chart 3.

3. For current inventory, see Chart 2.

D. Number of certificates or degrees per year were:

Site	1980	1979	1978
City	5 AA degrees	3 certificates 3 AA degrees	6 AA degrees
ECC	70 certificates	14 certificates	11 certificates
Midway	43 certificates	25 certificates	45 certificates

Vocational sites operate at full capacity.

Chart 1. INVENTORY OF PRODUCTION FACILITIES AS OF MAY, 1981.

EQUIPMENT	DESCRIPTION/CAPABILITY	Amount of Equip.	Site Where Located	
			Stadium Plaza	Mesa
Electric Velobinder	Puts a plastic binding strip on a stack of 8½" x 11" paper, binds into booklet form.	1	X	
10 Bin Collator	Divides into sets.	2	X	X
100 Bin Collator	Divides into sets.	2	X	X
Power Paper Cutter	Cuts large stacks of paper evenly.	2	X	X
3-Hole Paper Drill	Puts up to 3 holes at one time in large stacks of paper.	2	X	X
1-Hole Paper Drill	Puts hole in large stacks of paper.	1		X
Electric Paper Folders	Folds paper either in half or thirds that are ready for mailing--has capacity to fold up to 10" x 16".	2	X	X
Metal Platemakers	Makes metal masters for use on press.	2	X	X
Electrostatic Platemakers	Makes paper masters for use on press.	2	X	X
Processor Platemaker	Makes camera-ready copy.	1	X	
Automated Presses	Set machine to run on own--needs minimal observation--size 10" x 15".	3	X	XX
Manual Presses	Machine is not automated--must be completely hand set & run--15" X 18".	2	X	X
Manual Press with Chain Delivery	Same as above, but delivers paper off press.	1	X	
Jogger	Shakes & stacks paper neatly.	1	X	
Floor Model Stapler	Staples larger than normal thickness' of paper.	1	X	
Stitchers	Stitches large stacks of paper to look like staples.	3	XX	X

Chart 2. INVENTORY OF EDUCATIONAL FACILITIES AS OF MAY, 1981.

EQUIPMENT	DESCRIPTION/CAPABILITY	Amount of Equip.	Site Where Located		
			ECC	City	Midway
Graphic Art Cabinet	Stores student's projects.	1	X		
Vertical Camera Process	Reduces 50%, increases 200%, makes negatives that are ready to make plates.	3	X	XX	
Horizontal Camera Process	Reduces 20%, increases 500%, makes negatives that are ready to make plates.	2		X	X
Camera Platemaker	Makes master from original without using negatives--used for instant printing.	1		X	
14" Wax Coater	Puts a layer of glue on layout sheets.	1	X		
10 Bin Collator	Divides into sets.	2	X		X
Power Paper Cutter	Cuts large stacks of paper evenly.	3	X	X	X
Single Hole Drill	Puts hole in large stacks of paper.	3	X	X	X
Film Dryer	Dries film used for making plates.	1			X
Automatic Folders	Folds paper in half or thirds that are ready for mailing--has capacity to fold up to 10" x 16".	4	X		XXX
Oven Thermography	Used to raise print for texture touch.	1			X
Typesetters	Sets up type for size and style.	3	X	X	X
Metal Platemakers	Makes metal masters for use on press.	3	X	X	X
Electrostatic Platemakers	Makes paper masters for use on press.	3	X	X	X
Paper Platemakers	Makes paper masters for use on press.	2		X	X
Automated Presses	Set machine to run on own--needs minimal observation--size 10" x 15".	1	X		
Manual Presses	Machine is not automated--must be completely hand set--runs 15" x 18".	16	4	7	5
Stapler/Stitcher	Puts either staple or stitch into stacks of paper.	3	X	X	X
Processor	Makes camera ready copies	1	X		
Light Tables	Used to do past-up work, design work, used for stripping and making corrections on negatives.	31	14	11	6

Chart 3. IN-HOUSE PRODUCTIONAL AND EDUCATIONAL FACILITIES' AVERAGE NUMBER OF COPIES PER MONTH/COSTS PER NUMBER OF COPIES, IN ACADEMIC YEAR 1979-1980.

Site	Number of Copies Instructional	Cost per Copies	Number of Copies Administrative	Cost per Copies	Number of Copies Other Support	Cost per Copies	Number of Copies ASB/ Non Profit	Cost per Copies	Total Number of Copies	Total Cost per Copies
Production Facility:										
Stadium Plaza	166,460	$ 4,994	332,290	$ 9,988	166,460	$4,994	-0-	$ -0-	665,850	$19,976
Mesa	344,770	10,343	195,370	5,861	28,730	862	5,750	173	574,620	17,239
ECC	135,000	4,050	135,000	4,050	15,000	450	15,000	450	300,000	9,000
Total Productional	646,230	$19,387	663,290	$19,899	210,190	$6,306	20,750	$ 623	1,540,460	$46,214
Educational Facility:										
Midway	112,020	$ 3,361	392,070	$11,762	33,610	$1,003	22,410	$ 672	560,100	$16,803
ECC	60,000	1,800	15,000	450	-0-	-0-	425,000	12,750	500,000	15,000
City	34,050	1,022	127,700	3,831	3,410	102	51,080	1,532	216,240	6,487
Total Educational	206,070	$ 6,182	534,770	$16,043	37,010	$1,110	498,490	$14,954	1,276,340	$38,290
TOTALS COMBINED	852,300	$25,569	1,198,060	$35,942	247,200	$7,416	519,230	$15,577		

APPROXIMATE TOTAL COPIES PER MONTH = 2,816,800*

APPROXIMATE TOTAL COSTS PER MONTH = $84,504*

*Can't determine total yearly due to closing of some sites or shutdown of shifts during summer and semester breaks.

This chart is based upon information received from numerous District sources. The accuracy/validity of the information provided is solely the responsibility of each site/source from which it was received.

III. The type of duplicating that the District's faciiities provide (including educational sites) are:

A. Instructional:

Posters, wall charts, examinations, handouts, books, fliers/ brochures, course outlines, letters, rosters, programs, memos, certificates, business cards, letters, worksheets.

B. Administrative:

Forms, certificates, business cards, registration cards, letter-head/envelopes, surveys, newsletters, fliers/brochures, policies and procedures, letters, memos, handbooks, job announcements, IBM cards, bulletins, schedules, graphic artwork, class schedules.

C. Other Support:

Bulletins, forms, index cards, handouts, fliers/brochures, posters, mailouts, signs, record books, labels.

D. ASB/Non Profit:

Fliers, tickets, programs, certificates, newsletters, releases.

It should be noted that the in-house facilities have provided in some form, all types of duplicating that have been contracted to outside vendors as shown on Chart 4.

IV. Further observations:

A. Each in-house facility has a different request form (see Appendix B). Therefore, there is no explicit way of keeping accurate copy or cost totals. In many incidences the forms were not completed, therefore, analyzing historical data was impossible.

B. District Artist Illustrator is not being used to full benefit capacity due to the Illustrator doing 70% paste-up/layout and 30% illustration, rather than the opposite.

C. In-house average cost per copy is 3¢ per copy, which is considerably less than the outside vendors average cost of 13¢ per copy. (3¢ price based on 1978-1979 CASBO Survey.)

D. Not all duplicating personnel are adequately trained to use the equipment to full advantage.

E. All equipment is completely functional.

F. Sites have limited floor space and are not equipped to handle additional equipment without forgoing some of the existing equipment.

G. The educational facilities only do District work when it is in direct correlation with the curriculum of the class.

H. Production sites have had to turn away service requests due to work overloads.

I. District does not use quality paper and supplies.

J. Production facilities do not have ability to do camera work. It must be sent to educational sites or to outside vendors.

K. In-house facilities could do quality work if they had better equipment and supplies.

V. USE OF OUTSIDE VENDORS

A. The majority of requests for printing and/or graphic art work are submitted to the District's Communications Department who then determines which vendor to use. The following are reasons the Communications Department gave for not using in-house facilities:

1. While quality was mentioned as a criteria for going to outside vendors, it was admitted that ECC's educational facility could do top quality work.

2. Outside vendors could get the orders processed faster than in-house facilities. However, after reviewing the Purchase Order requests for printing, turn around time did not seem to be an issue--there were very few one day or "rush" jobs. The average amount of time spent per job was two weeks.

3. Communication's interpretation of the California Education Code: Anything that would be seen by the public or given to the public should be done by outside vendors. Thus, another reason for not using in-house facilities.

B. There seems to be lack of coordination and policy for determining use of outside printing sources:

1. Production facilities report to Administrative Services.

2. Education facilities report to their respective campus Dean.

3. Communications is involved since the majority of printing requests are submitted to them.

4. There are also some outside printing jobs that no one reviews since the department/site contracts with an outside agency separately.

C. A random survey of departments/sites that had printing requests submitted through Communications was conducted to determine reasons for not using in-house facilities. Some responses were:

1. Didn't know the jobs could be done in-house.

2. Didn't know they could submit to in-house facilities without going through Communications.

3. Didn't know or care who did the job as long as it got done.

4. In-house couldn't meet their deadline.

D. The chart on the following page lists what type of printing jobs were sent to outside vendors during academic year 1979-80. (List of outside vendors--see Appendix C.)

Chart 4. DUPLICATING WORK CONTRACTED TO OUTSIDE VENDORS DURING ACADEMIC YEAR 1979-1980.

	Type of Printing	Approximate Number of Copies	Approximate Total Cost	% That Could be Completed In-House	Approximate Total Savings
1.	Certificates	8,530	$ 398.93	100%	$ 141.23
2.	Brochures/Fliers/Pamphlets	407,448	14,852.92	100%	2,629.48
3.	Labels	14,350	1,720.87	90%	1,161.33
4.	Posters/Wall Charts	1,002	467.27	80%	346.75
5.	Letterhead Stationery & Envelopes	287,575	7,125.44	100%	(1,501.81)
6.	Commencement Programs	104,050	3,365.45	100%	243.95
7.	Card Stock	6,834	1,114.09	80%	727.21
8.	Invitations	675	228.70	100%	208.45
9.	Circulars/Newsletters/Newspapers	583,500	27,295.53	50%**	4,895.27
10.	Record Book/Directories	6,500	1,966.62	100%	1,771.62
11.	Student Forms (NCR)	715,360	20,084.94	70%	(963.10)
12.	Student Cards	97,250	1,349.43	70%	(1,097.65)
13.	Business Cards	72,500	3,140.26	100%	965.26
14.	In-House Forms (NCR)	288,820	21,111.12	70%	8,712.56
15.	Diplomas	500	20.67	-0-	---
16.	Catalogs	3,000	4,214.56	100%	4,124.56
17.	Open Purchase Order	*	5,726.05	*	*
18.	Miscellaneous Typesetting	*	912.31	*	*
19.	Miscellaneous Printing	*	3,650.56	*	*
20.	Class Schedules	1,784,128	74,730.70	-0-	**
21.	Class Schdules/UNIVAC	143,000	28,561.63	-0-	**
22.	Graphic Art Work	85	3,719.38	100%	3,719.38
	TOTALS	4,525,167	$225,757.43	74%	$26,084.49

*These totals are unknown due to the fact that orders (Purchase or Direct Pay) do not reflect what quantity "1 lot" is equivalent to. Therefore, the number of copies could not be designated. Since the number of copies could not be defined, a cost comparison could not be made. However, if these areas reflect the mean, then there would be a savings of 87%.

**These figures could be affected by 100% if the District had the capability to duplicate on newsprint, (ability to print class schedules), which would bring the average savings total to $76,458.24, and the % up to 92%. To do newsprint the District would need to purchase a WEBB press which would cost $40,000 and spread over a life span of 20-30 years--would amount to approximately $1,334/year.

If Vendor Name, Payee Name or source of project is missing, then it is probable that there is no record in Accounts Payable Department or the Purchasing Department. Therefore, there would not be a record of the outside production work. Plus, Communications does not keep detailed records concerning use of outside printers. Thus, 100% of the outside printing cannot be captured for analysis on this chart.

A review of other local educational facilities was conducted to determine printing capabilities, and staffing and equipment needs. These sites were well organized and were able to meet campus printing needs:

I. Grossmont College

A. Grossmont College District has one duplicating facility that is supplied with superior equipment.

B. Grossmont's facility does all the duplicating needs of its District except for the class schedules. (Due to lack of adequate floor space to house the necessary paper.)

C. The facility works on two shifts, both productional. The first shift has four (4) operators, two (2) clerks and one (1) darkroom technician. Graphic work is done by the graphics department which is located next door. The second shift has two (2) operators and one (1) clerk.

D. Grossmont operates with two double automated presses, one 18" x 25¼" press, and other normal presses and equipment that is equal to the District's equipment.

E. Grossmont does not have a reprographics educational program.

II. San Diego Unified School District

A. The San Diego Unified School District has one duplicating facility for its District work.

B. The jobs that are sent outside must be signed off by the duplicating supervisor.

C. Each S.D.U.S.D. site has a faculty support center for jobs that are needed quickly. These are equipped with ditto and mimeograph machines.

D. The facility works on two shifts, both productional. The first shift has eleven (11) full time equipment operators plus three (3) hourly operators. The second shift is only 4 hours long and has two (2) hourly operators. All graphic work is provided by person requesting work.

E. They operate with two double manual presses, a WEBB press, and other normal presses, and equipment that is equal to the District's equipment.

III. Both educational facilities call their centers "duplicating" facilities to meet their interpretation of the Education Code.

If the District should intend to change the format of production used, it is probable that some form of delivery system be used. Therefore, the District's mail delivery system was reviewed.

I. Time Schedule of Driver

A. Limited due to overload of deliveries made now.

B. Not probable to add another stop to existing route.

C. Some existing sites do not have mail delivery due to overload of driver time.

II. The Mail Truck

A. Has more inside space than is being used.

B. Uses 15 gallons of unleaded gas a day (bought through San Diego City Schools) to make all stops, at an average cost of $484.50 per month.

C. Does not get serviced until it breaks down due to lack of substitute truck.

D. Cost to purchase in 1978 was $5,190.82.

E. There are other similar trucks in the District:

1. Mesa;
2. Adult;
3. Stadium Plaza;
4. Warehouse.

F. Truck is due for replacement due to excessive miles put on daily.

This entire study rests on how the California Education Code #32310 is interpreted by the District. Thus, a review and interpretations of this code are provided:

California Education Code - Subsection 32310.11

32310 - No printing agency with the intent to instruct, shall print material that can be placed on the market in competition with established printing plants. (See Appendix D for copy of California Education Code and Attorney General's opinions.)

I. The County Counsel has interpreted this to mean that all work except for faculty support should be printed by outside vendors.

   A. There cannot be printing facilities that are not educationally oriented.

   B. Subsection 32311, exclusion d, allows for printing other than faculty support under the name of "instruction."

II. An alternative interpretation based on other district's facilities would suggest this code applies to educational "printing" facilities and not non-educational "duplicating" facilities.

   A. The code does not mention non-educational facilities.

   B. The code does not address duplication. Therefore, the District, if intending to use this intepretation, should refer to the facilities as duplicating.

III. The District's practiced interpretation suggests anything that is sent to or seen by the public should be sent to an outside printer.

Note: If the San Diego Community College District chooses to interpret the Educational Code as does the County Counsel, then the following recommendations will be useless, and the facilities can only be used for faculty support and thus, should be left as is or reduced. However, if the alternative interpretation is followed and the District uses the title "duplicating," rather than "printing," the following recommendations should be considered.

CONCLUSION

Based on the facts and findings the District's use of reprographic services is not cost effective. These areas suggest that the District's facilities are not effective:

1. Stadium Plaza, City, Mesa and Midway do not utilize the machines to full capacity since the machines are inactive 16 hours of the day.

2. Equipment operators lack knowledge to effectively use the machines.

3. Each facility uses a different request form, making control over supplies, costs and labor incongruous.

4. Money could be saved by using in-house facilities rather than using outside vendors, as shown on Chart 4.

5. There is no centralized control that enables the District to keep abreast of what is being done either in-house or outside, and the costs involved.

6. More total square feet per facility is needed to house more effective/efficient equipment.

7. More effective/efficient equipment is needed to perform a wider variety of duplicating services that are currently being sent out of house, such as:

    a. A WEBB Press at a cost of $40,000 (with a conservative life span of 20-30 years), so that the District can use newsprint which is cheaper.

    b. A double automated press at $40,000 (with a conservative life span of 20-30 years) which can save time and costs for producing back-to-back materials.

    c. Amount of equipment needed should be reviewed and decided by a duplicating committee.

RECOMMENDATIONS

In order to ensure the most effective facility(s), once management has chosen the alternative which best meets the District's needs, the following areas of concern should be carefully reviewed:

1. Reprographic Coordinator.

2. New/updated equipment (costs, type, etc.).

3. Uniform request form (see sample form on next page) to be used by all in-house facilities. This form should be reviewed by a duplicating committee*, however, it is believed that the form could be used as is.

4. Two (2) or more work shifts.

5. Staffing needs per shift.

6. Need for training of staff.

7. Location of Artist Illustrator and/or need for paste-up artists.

8. Policy and procedures for alternative chosen.

*Some of the above details might best be reviewed by a committee with expertise in the field of printing/duplication.

JOB NUMBER_____

DUPLICATING CENTER WORK ORDER AND STATEMENT

CUSTOMER_____

SITE OR ADDRESS_____

CITY_____ CA ZIP CODE_____

PERSON TO CONTACT_____ PHONE_____

DATE REC._____ DATE DUE_____ ACCOUNT NO._____

DESCRIPTION	ORIGINAL:	COPIES:	SIDES:	INK/COLOR	PAPER
TYPESETTING:	FILM:		PLATES		STATS:
COLLATE PER SET:	PAD PER SET:		DRILL	FOLD:	STAPLE:
DESCRIPTION:	ORIGINALS:	COPIES:	SIDES	INK/COLOR:	PAPER:
TYPESETTING	FILM		PLATES		
COLLATE PER SET	PAD PER SET		DRILL	FOLD:	
DESCRIPTION:	ORIGINAL	COPIES:	SIDES:	INK/COLOR:	PAPER:
TYPESETTING:	FILM:		PLATES:		STATS:
COLLATE PER SET:	PAD PER SET:		DRILL:	FOLD:	STAPLE
DESCRIPTION:	ORIGINAL:	COPIES:	SIDES:	INK/COLOR	PAPER
TYPESETTING:	FILM:		PLATES:		STATS:
COLLATE PER SET	PAD PER SET		DRILL:	FOLD:	STAPLE

DESCRIPTION 1._____ DESCRIPTION 2._____ DESCRIPTION 3._____ DESCRIPTION 4._____

SERVICE CHARGE_____ TOTAL:_____

APPROVAL OF REQUEST_____

SEND TO:_____

SENT TO OUTSIDE PRINTER:_____

SPECIAL INSTRUCTIONS:

SITE:

STADIUM PLAZA_____

ECC_____

CITY_____

MESA_____

MIDWAY_____

ALTERNATIVE 1

Disband all production and education facilities and recombine into one centralized shop within easy access of all District sites.

A. Building Requirements:

1. Approximately 20,000 - 25,000 sq. ft. at an average monthly rental cost of $6,000 - $7,500. The current average square footage rate in San Diego is 30¢.

2. Need loading dock for delivery of supplies and orders.

3. Space needed for darkroom facilities.

4. Office space for coordinator and/or supervisors.

5. Space for parking for employees and students/visitors.

6. Space needed for storage.

7. Classroom area.

8. Committee should review for other needs and layout design.

B. Transfer current equipment inventory to centralized location:

1. Committee should examine equipment to determine if in adequate condition and transferable.

2. Transfer equipment according to committee's suggestion.

3. Auction or sell equipment that is not transferable.

4. Committee should review for the purchasing of any necessary new equipment.

C. Hire and/or transfer capable employees:

1. Two (2) shifts -- one (1) educational 7 a.m. - 1 p.m.
one (1) productional 12 p.m. - 8 p.m.

2. First shift may need two (2) class sessions held at one time due to enrollment size.

3. Second shift will need supervisor and 8-15 equipment operators requiring shift differential pay at a total median monthly salary average of $9,927 - $17,357.

4. Actual number of needed staff should be reviewed by the committee.

ALTERNATIVE 1, continued

D. Delivery System:

1. Committee and delivery driver should devise delivery system.

2. Driver needed at median salary of $1,122 per month.

3. Review use of existing trucks and transfer use of one truck to duplicating.

E. Education Program:

1. Committee should review educational needs for either college or vocational program.

2. Devise new program and techniques to be used for instruction of both sections.

F. Coordinator will be the deciding factor on what is sent to outside vendors and what is done in-house, and whether it should be done by the education or production crew.

G. Use new request form.

ALTERNATIVE 1 - ADVANTAGES

1. More effective use of equipment due to multiple shifts.
2. Increase in variety of work the productional facility will do.
3. More in-house production work will be done and less reliance on outside vendors.
4. Students learn to readjust machines that were set by the production staff.
5. Use of vacated space at Stadium Plaza, Mesa, Midway, ECC and City.
6. Increase experience and possible employment for students.
7. Job enrichment for current production employees.

ALTERNATIVE 1 - DISADVANTAGES

1. Need for delivery system.
2. Any overnight/one day jobs will need to be hand delivered and picked up.
3. Additional people will need to be hired.
4. Shift differential pay due to irregular hours will be:
   a) supervisors - increased to next step.
   b) operators - increase of 5%.
5. Program will be either college or vocational, thus eliminating the chance for a degree or intensive, but more expedient study.
6. Possible increase in maintenance and repair of equipment.
7. Equipment may be broken down during educational time. However, there is a risk of the same happening now.
8. Centralized office not readily accessible by Districtwide staff.
9. Moving expense.
10. Outlay cost to building structure to meet need of equipment.

ALTERNATIVE 2

Disband production centers at Stadium Plaza and Mesa and consolidate at existing educational sites. ECC is using this alternative presently and it is running fairly smoothly. With better coordination between education and production it would run even smoother.

A. Transfer equipment to education facilties:

1. Committee should examine equipment to determine if in adequate condition and transferable.

2. Transfer equipment according to committee's suggestion.

3. Auction or sell equipment that is not transferable.

4. Committee should review for the purchasing of any necessary new equipment.

B. Hire and/or transfer capable employees:

1. Two (2) shifts - one (1) educational 7 a.m. - 1 p.m.

one (1) productional 12 p.m. - 8 p.m.

2. Second shift will need a supervisor per site and 8-15 total equipment operators distributed among the sites at a median monthly salary of $9,927 - $17,357 requiring shift differential pay.

3. Actual number of needed staff will be determined by the committee.

4. Design of system to flow smoothly between production and education should be reviewed by the duplicating committee.

C. Delivery system:

1. Committee and delivery driver should devise delivery system.

2. Hire a needed driver at $1,122 per month.

3. Review use of trucks and transfer use of truck to duplicating.

D. Coordinator will be the deciding factor on what is sent to outside vendors and what is done in-house and whether it should be done by the education or production crew.

E. Use new request form.

ALTERNATIVE 2 - ADVANTAGES

1. More effective use of equipment due to multiple shifts.
2. Students don't suffer by loss of educational programs, whether vocational or college.
3. More in-house production work will be done and less reliance on outside vendors.
4. Students learn to readjust machines that were set by the production staff.
5. Use of vacated space at Stadium Plaza and Mesa.
6. Increase experience and possible employment for students.
7. Increase in variety of work the production facility will do.
8. Minimum amount of equipment would have to be moved and already have established darkrooms.

ALTERNATIVE 2 - DISADVANTAGES

1. Need for delivery system.
2. Any overnight/one day jobs will need to be hand delivered and picked up.
3. Additional people will need to be hired.
4. Shift differential pay due to irregular hours will be:
    a) supervisors - increased to next step.
    b) operators - increase of 5%.
5. If educational needs increase, then production will diminish and result in possible reliance upon outside vendors.
6. Possible increase in maintenance and repair of equipment.
7. Equipment may be broken down during educational time. However, there is a risk of the same happening now.

ALTERNATIVE 3

Consolidate the existing productional facilities of Stadium Plaza and Mesa and relocate at a centralized location leaving educational sites untouched.

A. Building Requirements:

1. Approximately 10,000-15,000 sq. ft. at an average monthly cost of $3,000 - $4,500.

2. Need loading dock for delivery of supplies and orders.

3. Committee should review for need of darkroom facilities.

4. Office space for coordinator and/or supervisors.

5. Space for parking for employees and visitors.

6. Space needed for storage.

7. Committee should review for other needs.

B. Transfer equipment to centralized location:

1. Committee should examine equipment to determine if in adequate condition and transferable.

2. Transfer equipment according to committee's suggestion.

3. Auction or sell equipment that is not transferable.

4. Committee should review for the purchasing of any necessary new equipment.

C. Hire and/or transfer capable employees:

1. Two (2) shifts - both productional - 6 a.m. - 2 p.m. and 12 p.m. - 8 p.m. Fourteen (14) hours total equipment use.

2. Both shifts will need a supervisor and 6-10 equipment operators at a median monthly salary of $15,608 - $25,100 requiring shift differential pay.

3. Actual number of staff should be determined by committee.

D. Delivery System:

1. Devise delivery system.

2. Driver needed at $1,122 per month.

3. Review use of trucks and transfer use of one truck to duplicating.

ALTERNATIVE 3, continued

E. Coordinator will be the deciding factor on what is sent to outside vendors and what is done in-house and whether it should be done by the education or production crew.

F. Use new request form.

ALTERNATIVE 3 - ADVANTAGES

1. More production work will be done with minimal use of outside vendors.
2. Educational equipment and classes are untouched.
3. Increase in variety of work the productional facility will do.
4. Use of vacated space at Stadium Plaza and Mesa.
5. More effective use of equipment due to multiple shifts.

ALTERNATIVE 3 - DISADVANTAGES

1. Need for delivery system.
2. Any overnight/one day jobs will need to be hand delivered and picked up.
3. Additional people will need to be hired.
4. Shift differential pay due to irregular hours will be:
    a) supervisors - increased to next step.
    b) operators - increase of 5%.
5. Less access to centralized facility.
6. Moving expense.
7. Capital outlay for darkroom and typesetting equipment, if needed, to adequately prepare production facility.
8. Outlay costs to building structure to meet needs of new equipment.

APPENDIX A

Definition of Terms

Duplicating - The act of reproducing an original of a size 13" x 19" or smaller.

Printing - The act of reproducing an original of a size 14" x 20" or larger.

Educational Facility - An educational site that instructs for the purpose of a degree or certificate in the area of duplicating. This facility may or may not choose to do District duplicating work.

Productional Facility - A noneducational site that does District duplicating.

Instructional Support - Duplicating that serves as an aid to students or faculty for the purpose of educating.

Administrative Support - Duplicating that serves as an aid to faculty, staff or administrators for the purpose of indirect supporting to the educational process.

Other Support - Duplicating that serves as an aid to support for the educational process in general.

A.S.B./Non Profit Support - Duplicating that serves as an aid to the students and nonprofit organizations.

In-House Production - Any form of duplicating, either educational or productional, that is completed by one of the District's facilities.

Outside Production - Any form of duplicating or printing that was contracted to an outside vendor.

Illustration - Drawing that is created with the intent to produce design or picture for a given project.

Layout & Paste-up - The act of putting typed copy or illustrations onto paper to make it "camera ready" or "master ready."

Camera Ready - Original that is ready to be made into a negative and can then be made into a master.

Master Ready - Original that can be made into a master witout the use of a negative.

APPENDIX B

SAN DIEGO COMMUNITY COLLEGE DISTRICT

STADIUM PLAZA

REQUEST FOR DUPLICATING WORK

DATE: _____

DUPLICATE: _____ COPIES OF EACH PAGE NUMBER OF ORIGINALS: _____

IDENTIFYING TITLE: _____

_____

DEPARTMENT: _____ EXT: _____ ROOM NO: _____

JOB NEEDED BY: _____ A.M. _____ P.M. _____ A.S.A.P. _____

PERSON TO CONTACT CONCERNING JOB: _____

INSTRUCTIONS FOR MATERIAL TO BE DUPLICATED

_____ONE SIDE OF PAPER	_____STAPLE UPPER LEFT	_____FOLD PRINTING OUT
_____BOTH SIDES OF PAPER	_____STAPLE LEFT SIDE	_____FOLD PRINTING IN
_____3-HOLE PUNCH	_____VELO BIND	_____PADDING
_____2-HOLE PUNCH	_____SPIRAL BIND	_____COVERS

ADDITIONAL INSTRUCTIONS: _____

_____

PAPER COLOR:

_____WHITE	_____PINK	_____GOLDENROD
_____BLUE	_____CANARY	_____OTHER
_____GREEN	_____BUFF	

ADDITIONAL INSTRUCTIONS:

FOR DUPLICATING DEPARTMENT ONLY:

OPERATOR: _____

IMPRESSIONS: _____

_____

MASTERS: _____

ELECTRO MASTERS: _____

NEW PLATES: _____

PLATES RE-RUN: _____

TOTAL COPIES THROUGH PRESS: _____

DATE WORK ORDER RECEIVED: _____

DATE WORK ORDER COMPLETED: _____

APPENDIX B

STADIUM PLAZA

SAN DIEGO COMMUNITY COLLEGE DISTRICT

REQUEST FOR DUPLICATING WORK

No. 7500

INSTRUCTIONS: ATTACH COPY TO BE DUPLICATED. SUBMITTED COPY MUST BE LEGIBLE AND READY FOR DUPLICATION. AFTER APPROVAL ROUTE ALL COPIES OF WORK ORDER TO THE SAN DIEGO COMMUNITY COLLEGE OPERATIONS OFFICE.

COLLEGE OR ADULT DIVISION	REQUESTED BY	DATE

ACCOUNT NAME	ACCOUNT NUMBER

INSTRUCTIONS FOR MATERIAL TO BE DUPLICATED	DESCRIPTION OF COPY						
	NUMBER OF COPIES	SIZE	WEIGHT	COLOR	☐ AS PER SAMPLE		
	☐ PAPER STOCK	☐ CARD STOCK	☐ 3-HOLE PUNCH	☐ LOOSE COPIES	☐ STAPLE PIECES	☐ GUM TOP	☐ GUM SIDE

NOTIFY FOR PICK-UP	PHONE NUMBER	EXTENSION	DELIVER TO: LOCATION	ROOM NUMBER

OTHER INSTRUCTIONS

APPROVAL OF REQUEST	PRESIDENT, DIRECTOR OR DEAN	COMMUNITY COLLEGE OPERATIONS OFFICE

DUPLICATING DEPT. ESTIMATE	MATERIAL	LABOR	TOTAL	ESTIMATED BY

ACTUAL CHARGES	AMOUNT	
MATERIAL:		
TOTAL MATERIAL		
LABOR: (IF APPLICABLE)		
TOTAL LABOR		
TOTAL CHARGES		

WHITE: COMMUNITY COLLEGE OPERATIONS OFFICE COPY
GOLDENROD: S.D.A. ACCOUNTING OFFICE CHARGE COPY (FOR STUDENT BODY ONLY)
PINK: COLLEGE OR ADULT DIVISION ADVISE COPY
CANARY: DUPLICATING DEPARTMENT COPY

San Diego Community Colleges
SAN DIEGO CITY COLLEGE

APPENDIX B

SHOP WORK ORDER REQUEST

No. SW 00651

SHOP TO DO WORK	NAME OF SHOP	SHOP INSTRUCTOR	DATE

DESCRIPTION OF WORK AND COST ESTIMATE	BE SPECIFIC, ATTACH COPY, PROVIDE SAMPLE AND DRAWING IF NECESSARY		
		COST ESTIMATE	ESTIMATE BY

ACCEPTANCE OF WORK	INSTRUCTOR'S ACCEPTANCE	DATE	DEAN'S APPROVAL	DATE

FOR WORK FOR COLLEGES OR CENTERS OF THE SAN DIEGO COMMUNITY COLLEGE DISTRICT

CONDITIONS:
Work will only be performed for colleges, centers, activities, divisions, departments or offices of the San Diego Community College District. Shop doing work will furnish all materials and parts. Business office will handle all charges.

NAME OF COLLEGE/CENTER	ACTIVITY, DEPARTMENT, OFFICE	PHONE & EXT.

BUDGET NUMBER	AUTHORIZED BY	DATE

FOR WORK FOR STAFF OR STUDENTS OF THE SAN DIEGO COMMUNITY COLLEGE DISTRICT

NAME OF PERSON	RESIDENCE PHONE	BUS. PHONE & EXT.

ADDRESS	CITY, STATE, ZIP CODE

GENERAL CONDITIONS:
I, the undersigned hereby grant to the student(s) permission to perform the work described above. I hereby hold the San Diego Community Colleges, its students, agents, and employees free and harmless from all liability resulting from work performed. I hereby acknowledge that I have read and understand and agree to the following conditions:

1. Except for miscellaneous district materials removed from stock on hand, I agree to furnish all material and parts needed to complete the work.
2. Since all work will be performed by students, no charge will be made for labor. A charge will, however, be made for miscellaneous materials. A minimum charge of $2.00 will be made for each Work Order. All charges must be paid before work can be pick up.
3. No time limit is established within which work will be completed.
4. The San Diego Community Colleges, its students, agents, and employees in no way guarantee the work undertaken and hereby disclaim any warranty, whether expressed or umplied, regarding the work herein performed or undertaken.
5. Work will only be done for staff or students of the San Diego Community Colleges or members of their immediate family.

SIGNATURE OF PERSON AUTHORIZING WORK	DATE AUTHORIZED

COST OF MATERIAL

Qty.	Unit	Description	Unit Cost	Amount	Qty.	Unit	Description	Unit Cost	Amount
					———		Sub Total Forward	-----	
		Sub Total					TOTAL MATERIAL COSTS		

RECEIPT OF WORK	DATE WORK COMPLETED	RECEIVED BY	DATE

CASHIER USE	AMOUNT PAID	RECEIPT NUMBER	DATE	CASHIER

BUSINESS OFFICE USE	AMOUNT		BUDGET CHARGED	BUDGET CREDITED	TRANSACTION
	E	A			

WHITE – BUSINESS OFFICE COPY BLUE – RECIPIENT OF WORK COPY CANARY – SHOP COPY

100-14-2M-177-1

APPENDIX B

MESA COLLEGE

REPROGRAPHIC CENTER WORK ORDER

JOB # 001938

MESA ☐ Day ☐ Evening MIRAMAR ☐ Day ☐ Evening OTHER	Today's Date: _____ Due Date: _____ ☐ a.m. ☐ p.m.	Repro Use Only

Requestor: _____ Department: _____

Mailbox Location: _____ Title of Material: _____

How many originals? _____ How many copies per original? _____ To be typed? _____

* DEPARTMENT CHAIR'S APPROVAL _____ Art Work? _____

Fill out completely:

☐ *Examination*
☐ *Class Handout*
☐ *Correspondence*
☐ *Notice/Bulletin*
☐ *Instructor Materials*
☐ *Other* _____

☐ *Duplicate*
☐ *Xerox*
☐ *One Side Only*
☐ *Back-to-Back*
☐ *Collate*
☐ *Staple*

☐ *Punch*
☐ *Cut*
☐ *Pad*
☐ *Fold:*
☐ *Half*
☐ *Letter*

☐ *Cardstock* _____ *Size*
☐ *Color* _____
☐ *Transparencies*
☐ *NCR* 2 3 4 *Part* *Circle One*

Special Instructions: _____

FOR REPROGRAPHIC CENTER USE ONLY: Special material charge _____ = _____

Typing/Hours _____ @ 50¢/hr. _____ Art Work/Hours _____ @ $1.00/hr. = _____

Total # Impressions _____ = _____ TOTAL _____

BUDGET NUMBER _____

STATEMENT

SAN DIEGO COMMUNITY COLLEGE

EDUCATIONAL CULTURAL COMPLEX

4343 Ocean View Blvd., San Diego, Ca 92113

CUSTOMER NOTE:

Check should be made payable to E C C.
Payable on reciept of material.
WHITE- Customer
YELLOW-Business Office (with payment)
PINK-Graphics Department

CUSTOMER_____

ADDRESS_____

CITY_____CA ZIP_____

CONTACT_____PHONE _____

DATE DUE_____DATE REC. _____

SPECIAL INSTRUCTIONS

DESCRIPTION	NO. ORIG.	NO. COPIES	SIZE	NO. SIDES	INK	PAPER & COLOR	COST
					☐ Black ☐ Color		

PRESS ☐1850 ☐ 1250 ☐ 360 ☐2850 ☐ Chief 15

☐ 2850 Masters _____ at $_____ each

_____ Plates at $_____ each

☐ ART	☐ Camera	☐	☐ Typesetting	☐ Film
☐ SPECIAL INK	☐ Red	☐ Blue	☐	☐
☐ FOLD	Quantity _____	☐ Single	☐ "Z"	☐ Double
☐ PUNCH (HOLES)	Quantity_____	☐ Position Shown	☐ See Sample	
☐ STAPLE	Quantity _____	☐ Position Shown	☐ See Sample	
☐PAD	No. of Pads _____	Sheets per Pad _____		
	No. of _____	Sheets per _____		
☐ COLLATE	No. of Sets _____	Sheets per Set _____		

SUB TOTAL

12% SURCHARGE

TOTAL

APPENDIX B

1 ORDER

ORDER NO. _____ DATE _____ DATE DUE _____

CUSTOMER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PERSON TO CONTACT: _____ PHONE _____

PRINTING REQUEST
MIDWAY ADULT SCHOOL
GRAPHIC COMMUNICATION CLASS

2 PRINTING DATA

JOB	DESCRIPTION	NO. ORIG.	NO. COPIES	FINISHED SIZE	NO. SIDES	INK COLOR	PAPER COLOR	PAPER (BOND OR STOCK)		
PRINTING						☐ Black ☐ Color (See Sec. 4)				
ENVELOPES	☐ Regular ☐ Window			No. _____				☐ Standard/Heavy Duty Bond ☐ Business Bond ☐ Special Order		
BUSINESS CARDS				2x3½"						

By Owner: ☐ 1250 ☐ 360 ☐ Brunning

PRINTING TOTAL

3 SPECIAL SERVICES

☐ ART SERVICES:	☐ Camera Ready Copy ☐ Typesetting		
☐ SPECIAL INK COLOR:	☐ Red ☐ Blue ☐ Green ☐ Brown		
☐ FOLD:	Quantity _____ ☐ Single ☐ "U" ☐ "Z" ☐ Double ☐ See Sample		
☐ PUNCH (HOLES)	Quantity _____ ☐ Position Shown ☐ See Sample		
☐ STAPLE:	Quantity _____ ☐ Position Shown ☐ See Sample		
☐ PAD:	Quantity: No. of Pads _____ No. Sheets per Pad _____		
☐ COLLATE: (Flat Sheets Only):	Quantity: No of Sets _____ No. Sheets per Set _____		
☐ GATHER: (Folded Once Only):	No. of Sheets _____		
☐ FINISH CUT:	Final Size _____ x _____" No. of Cuts _____		
☐ CAMERA:	___Enlargements/Reductions ___Printed Photos _____ x _____		

4 SPECIAL INFO

Sketch

STATEMENT

Check should be made payable to Midway Adult School and mailed to Account Clerk, Midway Adult School, 3249 Fordham Street, San Diego, CA 92110.

5

TYPESETTING				
FILM				
PLATES				
FOLDING				
INK				
PMT				
LAYOUT SHEET				
STICHING				
PAPER				
OVERHEAD				
TOTAL				

• WHITE — GRAPHICS • YELLOW — CUSTOMER FILE • PINK — CUSTOMER RETURN TO MIDWAY WITH PAYMENT

APPENDIX C

LIST OF OUTSIDE VENDORS USED IN 1979-1980

Acorn Press

Alpha Graphics

Axis Printing

Gary Beals Advertising

Boyer & Brass

Burrell & Scott

Card Copy

Joe Cavanaugh

Central Graphics

Thierry Chatelain

Citizen Printing & Publishers, Inc.

Color Craft

Conklin Lithograph

Contract Influential

Copley Photos

Karen Crampton

Creative Graphics

Daleo

Derounian Press

Diego & Sons

DPA Printing

Harbor Blueprint

George Hoffman Printing

House Graphics

Walter Howell

Humberg-Hopkins

Insta-Print

Johnson Forms Mgmt - Coordinated and Printing

Kwik Kopy

Leftins Business Forms

Lienett Co.

Litho Graphics

Litho Type Printers

Magee-Bralla

Mitchell Business Forms

Modern Printing & Mailing

Moore Business Forms

Frank Mutascio

Nelson Photo

Neyensch Printers

Bob Nichols

Nicolet-Pastor Graphics

North Coast Printers

Omega Printing

Roger Parker Graphics

Robert Perine

Photic

Pix (Bill Powers)

Postal Instant Press

Prestige Graphics

Print Rite

Print Systems

Quick Print

Raymert Press

Reid & Clark

Sam Riordan

Rose-Marie Scott-Blair

Rush Press

San Diego Clipping Service

San Dieguito Publisher

Sir Speedy

Smart Shopper Newspaper

Jasper Smith (Cubic now)

Southwest Folding & Binding

Spectrum Printing

Stats Serento Typesetting

Steele Printing

Stuart Printing (Stewart)

SW Folding & Binding

Tech Graphics

Chus Thatcher

Mary Tsukushi

Vanard Litho

Vanier Graphics

Volt Technical

Western Offset

Zellerbach Paper Co.

13-30 Corporation

ARTICLE 2 — PRINTING SCHOOLS

§ 32310. Prohibition on Printing Material Which Competes With Regular Printing Establishments

No printing concern, institution, or other agency maintaining a printing plant or department for the purpose of instruction or the teaching of the art of printing, or allied arts, and whose purpose is to teach or instruct its students or members, shall produce, print, or cause to be printed any material whatsoever that may be placed on the market in competition with regularly established printing plants or concerns, if such printing concern, institution, or other agency is supported or operated from public or state funds or is tax free in any manner.

§ 32311. Exclusions

This article does not apply to:

(a) Any institution classified as an educational institution within the meaning and intent of Section 101 of the Internal Revenue Code of the United States or of Section 23701d of the Revenue and Taxation Code and which, nevertheless, pays general state and county taxes within this state upon any printing plant and printing equipment owned by it.

(b) The production of forms, materials, and supplies at any state educational institution under the exclusive management and control of the state and authorized by law.

(c) Any publication, printed and produced at any state educational institution under the exclusive management and control of the state for the dissemination of technical or scientific information and which is sold at cost.

(d) Printing which may be classified as "instruction" or "student activity."

§ 32312. Violations

The violation of this article is a misdemeanor.

Opinion No. 46-33—March 6, 1946

SUBJECT: PUBLIC SCHOOLS WHICH OPERATE INSTRUCTIONAL PRINTING PLANTS AS PART OF CURRICULUM MAY NOT COMPETE WITH COMMERCIAL CONCERNS, BUT MAY PRINT SCHOOL LETTERHEADS AND FORMS WITHIN LIMITS DESCRIBED.

PREPARED FOR: SUPERINTENDENT OF PUBLIC INSTRUCTION, SACRAMENTO.

PREPARED BY: T. A. WESTPHAL, JR., DEPUTY ATTORNEY GENERAL.

In your letter of January 15, 1946, you ask our opinion on the effect of Chapter 950, Statutes of 1945, in the operation of school printing plants. Chapter 950 reads as follows:

"Section 1. No printing concern, institution, or other agency maintaining a printing plant or department for the purpose of instruction or the teaching of the art of printing, or allied arts, and whose purpose is to teach or instruct its students or members, shall produce, print or cause to be printed any material whatsoever (except printing which would come under the head of 'instruction' or 'student activity'), that may be placed on the market in competition with regularly established printing plants or concerns, if such printing plant, concern or institution or other agency is supported or operated from public or State funds, or is tax-free in any manner.

This act is not intended to nor shall it be deemed or construed to apply to:

(a) Any institution classified as an educational institution within the meaning and intent of Section 101 of the Internal Revenue Code of the United States or of Section 4(6) of the Bank and Corporation Franchise Tax Act and which, nevertheless, pays general State and county taxes within this State upon any printing plant and printing equipment owned by it.

"(b) The production of forms, materials, and supplies at any State educational institution under the exclusive management and control of the State and authorized by law.

"(c) Any publication, printed and produced at any State educational institution under the exclusive management and control of the State for the dissemination of technical or scientific information and which is sold at cost.

"Sec. 2. The violation of this act is a misdemeanor."

The statute would appear to apply to printing plants operated by schools of the public school system in that such printing plants are supported or operated from public or State funds. Public schools, moreover, do not come within exemption (a) of the act for they are not institutions within the scope of Section 101 of the Internal Revenue Code of the United States or of Section 4(6) of the Bank and Corporation Franchise Tax Act. Likewise the public schools are not "State educational institutions under the exclusive management and control of the State," as described in the exemption specified in subdivision (b) of the act, but rather are under the management and control of governing boards of the school districts. Subdivision (c) of the act clearly does not refer to public schools.

The prohibition in the act is against producing, printing, or causing to be printed "any material whatsoever except printing which would come under the head of 'instruction' or 'student activity' that may be placed on the market in competition with regularly established printing plants or concerns. . . ."

Public school districts have no legal right to engage in the business of selling materials upon the open market, so that the use of the words "that may be placed on the market" indicates a purpose to deny to schools the right to print or produce printed materials, not that are placed on the market in competition with regularly established printing plants or concerns, but printed materials of a character that, if placed on the market, would be in competition with commercial printing plants. Excepted, of course, are "instruction" or "student activity" printing.

"Student activity" printing would refer to those articles of printing commonly printed in the schools in connection with recognized and accepted student projects. Such printed materials would include school papers, football and dance programs, year books, programs for plays or entertainment by pupils, etc.

Printing under the head of "instruction" might include various types of printing deemed proper by school authorities in order to give students in a printing class experience and necessary training in the art of printing. If the purpose is to instruct the pupils, it would be proper for the pupils as a part of the course in the printing class to set up and print office forms, letterheads, purchase requisitions, report cards, diplomas and like material. However, such materials could not be printed if the purpose was not instruction but rather to fill the business needs of the school. In the event the purpose is instructional, we see no objection to the use of the materials so produced in the schools of the district. There would, however, be no authority for selling and furnishing such articles to other school districts or purchasers.

We believe that your questions numbered 1, 2 and 7 are answered by the above discussion. These questions read as follows:

"1. How will the bill affect school print shops which produce all the printing that is used in the school department?

"2. Can office forms, letterheads, purchase requisitions, yearbooks, report cards, school papers, diplomas, school publicity folders, football programs, dance programs, etc., be classified under the heading of 'instruction' or 'student activity'?

"7. What is classified as printing material placed on the market in competition with regularly established plants?"

In your question number 3 you ask:

"Can a school maintaining a print shop do printing for other public schools in the same system?"

Our answer to this question is in the affirmative. The section does not limit permissible printing to use in merely the school of the district in which the printing plant is operated. As such, we see no prohibition against the use of such printed materials in other schools of the *district.*

Your fourth question reads:

"4. Who is to determine what printing shall be done in the school shop? If it is to be an advisory committee, who will decide in communities where there is no advisory committee?"

We know of no law authorizing "advisory committees" to determine the curricula of the public schools. This is a matter to be determined by the school authorities of the school district within the limits prescribed.

Your fifth question reads:

"5. If there is a violation of the act, will the teacher be held liable?"

The ordinary rules of criminal law would doubtless apply if there should be a violation of the act. As such, all participants in the violation, including the teachers, would, of course, be responsible.

Question No. 6 reads:

"Will students be able to produce printing as a student activity which they take home and use, even though it is printing which they otherwise would buy from a commercial printing plant?"

It is not the use to which printing is put that is prohibited by the statutes, but rather the character of the printing; therefore, if the printing may be characterized as a "student activity" or "instruction," then there can be no objection to a student taking home the printing and using the same, whether or not such printing might be bought from a commercial printing plant.

Your final question reads:

"8. Is it within the province of an advisory committee to designate which forms and pieces of printing shall be printed in the school shops and which shall be sent to commercial printers?"

As we stated above, school officials charged with determining the curriculum of the school must determine the nature of the materials to be printed and not "advisory committees." However, it should be understood that we know of no objection to school authorities counseling with "advisory committees," but the responsibility for the decision rests upon the school authorities.

JAN 22 1982

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024